

BUILDING PERMIT

DOCUMENTATION REQUIREMENTS

1. **Application for Building Permit:** Complete all relevant portions of this form. This must include the “Real Estate Index Number”, the “Total Cost” of construction, and the “Signature” of the owner or owner’s agent. All contractor names, addresses, telephone numbers, and license numbers (where shown) are required before building permit issuance.
2. **Plat of Survey:** Provide three (3) recent complete plats of survey with original signature and seal of an Illinois licensed land surveyor. The plat must show the legal description, the interior angles or property line bearings, and the property corners staked.
3. **Site Plan:** Provide two copies of the site plan showing the location of all existing and proposed structures with distances shown from all existing lot lines. The architectural plans may include this drawing.

Performance Standards: Site Development Activity is also located on the Building Department page.

4. **Architectural Plans and Specifications:** Provide three (3) sets of plans of the proposed construction, with original signature and seal of an Illinois licensed architect. At minimum, plans and specifications must contain sufficient information to complete the Plan Review Record in conformance with the currently adopted codes (with amendments) as follows:

1990 BOCA National Building Code	2008 National Electric Code
1979 CABO One & Two Family Dwelling Code	2004 Illinois State Plumbing Code
1978 BOCA Basic Mechanical Code	2012 International Energy Conservation Code
1993 BOCA National Fire Prevention Code	

Upon final plan approval, please provide a digital copy of plans if available.

5. **Septic System Plans and Specifications:** Provide three (3) design plans and two (2) Results of Percolation Tests. All documents must have original signature and seal of an Illinois licensed professional engineer. **Note: The Percolation Test must be “witnessed” by the Village. The Village “witness” fee is \$100 and must be paid prior to the test.** Plans, specifications, and percolation tests must conform to Village Building Regulations (Section 4-2-7).
6. **Supporting Documents:** The use of floor or roof trusses, retaining walls, three story buildings, or extraordinary designs will require plans and/or calculations by the appropriate design professional. In addition, other relevant data may be required that would assist in the plan review.
7. **Application Processing Fee:** (Non-refundable, applied toward Building Permit fees)

(A) Single Family Residence	\$ 500	(B) All Other Applications	\$ 100
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8. **Overweight Permit:** Village staff will complete this form if required.

NOTICE:

The Village of Barrington Hills’ Building Code requires that the applicant furnish a “spot” survey, prepared by an Illinois licensed land surveyor, showing the location of the foundation after the foundation for a new building or any addition has been completed. In the event that such survey is not filed within fifteen (15) days after said foundation is completed, all further work shall cease until said survey is filed (4-1-2,E).

Since the exact date each foundation is completed is unknown, the spot survey will be required prior to any backfill operation. If no backfill inspection is required, such as a crawl space, slab on grade, pole building or swimming pool, the spotted survey is required no later than fifteen (15) days after the footing inspection and before any further work is commenced. Nothing short of full compliance will suffice!